



## **SITE PLAN PACKET - Commercial Site Plans, Special Use Permits**

The Planning Board is responsible for **reviewing** all commercial site plans, including special use permit applications. The Town Board has **final** approving authority.

We urge you to submit your application early in your project planning phase to ensure approval before you need to build. The Planning Board will not accept any incomplete or late packages for placement on the agenda.

### **Timeline:**

- Applicant can exercise their right to an informal pre-application conference with the Building Department and/or Planning Board for purpose of discussing proposed project before incurring design costs.
- Applications are submitted to the Building Department for review and subsequent review by the Town Engineer. If the Building Department in consultation with Town Engineer determines that the site plan submitted does not meet requirements per Code, Overlay District, zoning law, setback requirements or use limitations, the Building Department will reject site plan, and an amended site plan must be submitted that is acceptable to Building Department. If zoning or bulk requirements are not met, applicant will be advised to obtain a variance from the Zoning Board of Appeals.
- Submittal deadline for the Planning Board agenda is 30 days before the meeting date.
- Planning Board will review site plan and vote to recommend it to the Town Board.
- Depending on the SEQR type, the Town Board may declare lead agency status and direct that a Coordinated Review be conducted with other interested or permitting agencies. This is a 30-day period for agencies to submit comments. Nevertheless, the Planning Board must refer the plan to the Erie County Planning for advisory review (30-day period) and a report in accordance with SS239-m of the General Municipal Law
- Town Board will schedule a public hearing to be held within 62 days upon recommendation from Planning Board.
- Upon receipt of comments from interested or involved agencies and the recommendation of Erie County Planning and following the public hearing, Town Board will make its determination within 62 days following the public hearing, unless SEQR requirements prevent approval within that period, in which case the time to approve will be extended until 62 days after completion of SEQR review requirements.

**Please submit site plan as follows: 1 pdf copy to [cfalkowski@townofnewstead.com](mailto:cfalkowski@townofnewstead.com)**

**2 paper copies – 24” x 36” size AND 10 paper copies – 11” x 17” size  
1 CD copy**

<b><u>Resources:</u></b> Town Planning & Building Dept.	542-4574	Christine Falkowski/Ralph Migliaccio
Town Engineer	688-0766	Scott Rybarczyk, Wendel Duchscherer
Town Clerk	542-4573	Dawn Izydorczak
Town Attorney	937-3353	Nathan Neill
Akron Fire Company	542-9091	
Newstead Fire Company	542-5337	
Erie County Planning	858-8390	

**SITE PLAN  
LETTER OF INTENT/PROJECT DESCRIPTION**

Property Owner Name:\_\_\_\_\_

Mailing Address:\_\_\_\_\_

Phone #\_\_\_\_\_

Applicant Name:\_\_\_\_\_

Mailing Address:\_\_\_\_\_

Phone #\_\_\_\_\_

=====

Project Location:\_\_\_\_\_

Proposed use:\_\_\_\_\_

SBL#\_\_\_\_\_ Zoning:\_\_\_\_\_ Site Acreage:\_\_\_\_\_

# of new parking spaces:\_\_\_\_\_

**DEVELOPER:**

**ARCHITECT or ENGINEER:**

Name\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

Address\_\_\_\_\_

Phone #\_\_\_\_\_

Phone #\_\_\_\_\_

Have you provided proof of ownership or documentation from the land owner that the applicant is proceeding with the land owner's written authorization?\_\_\_\_\_

yes/no

## SITE PLAN CHECKLIST

Please initial that each item has been included on your site plan or indicate N/A for non-applicable:

- \_\_\_\_\_ Area map showing the entire parcel and the adjacent areas and buildings
- \_\_\_\_\_ Name/address of applicant, name of entity preparing plans and title of drawing
- \_\_\_\_\_ North arrow, scale, date and revision block
- \_\_\_\_\_ Boundary survey showing the following:
  - Property layout showing all dimensions
  - Location and dimensions of easements
  - Existing natural features (*wetlands*, woods, etc)
- \_\_\_\_\_ Existing on-site or nearby improvements (drains, sewers, bridges, utilities, etc)
- \_\_\_\_\_ Location and design of proposed utilities
- \_\_\_\_\_ Locations, widths, and names of existing streets and proposed site access including:
  - Radius
  - Reference dimensions for the nearest street
  - Intersections
  - Yield sign at each egress
- \_\_\_\_\_ Layout of all parking showing:
  - Access drives
  - Parking spaces
  - Barricades
  - Cross-section of paving
  - Overall dimensions
  - Adequacy of vehicle and pedestrian traffic flow
  - Fire lanes
  - Handicapped parking to conform to ANSI 117.1
  - Truck loading areas
- \_\_\_\_\_ Location and size of all buildings (proposed and existing) showing dimensions of side yards, rear yard, front setbacks and separations
- \_\_\_\_\_ Location and development of all open space, including parks, playgrounds, etc.
- \_\_\_\_\_ Location of signs
- \_\_\_\_\_ Location of lighting facilities
- \_\_\_\_\_ Location of outdoor storage
- \_\_\_\_\_ Location and design of all energy distribution facilities

- \_\_\_\_\_ Grading and drainage plan must include all receivers, line size, slope, construction materials and existing and proposed grade elevations. No storm water shall drain onto adjoining properties. All downspouts must be connected to a storm service. Systems must be designed for a minimum (25) year storm. Detention basins should be designed for a (10) year storm.
- \_\_\_\_\_ Landscaping plan must show all landscaping, trees, shrubs, etc. and labeled with name, type, size and height
- \_\_\_\_\_ Description of any fire suppression system(s) and any fire detection system(s)
- \_\_\_\_\_ Any federal, state or county permits required for the project's execution
- \_\_\_\_\_ Other pertinent information as requested by the Planning Board

To the best of my knowledge, I am submitting a completed packet for Site Plan Review:

Owner/Applicant: \_\_\_\_\_

Date: \_\_\_\_\_